



## Dallas Fire and EMS is hiring a Part-time Office Assistant (20 Hours per week)

We're looking for a friendly, high energy, detail-oriented person with a commitment to our community to join our team.

### What we want:

- High school diploma or GED
- Minimum 2 years experience in general office practices, such as filing, accounting, or bookkeeping, plus
- Three years of increasingly responsible related experience
- Working knowledge of computers
- Accuracy, ability to handle stressful situations, and good communication skills

### What we offer:

- Starting wage of \$11.49 per hour DOE
- Annual merit increases until topped in salary range
- PERS retirement
- 457 deferred compensation plan available
- Paid holiday and sick leave
- Training opportunities

Visit our webpage for more information, including a position description, and to download an application form: <http://www.dallasor.gov/332/Job-Opportunities>

### Interested?

All qualified candidates interested in applying should submit a completed City of Dallas application to the City Manager's Office, City of Dallas, 187 SE Court Street, Dallas, OR 97338. Scanned applications may be emailed to [Emily.Gagner@dallasor.gov](mailto:Emily.Gagner@dallasor.gov). Faxed applications will not be accepted. Position is open until filled; first review on Friday, October 27, 2017. All applicants will be notified of their final status.

The City of Dallas is an Equal Opportunity Employer and complies with Section 504 of the Act of 1973. We give preference to qualified veterans.

